

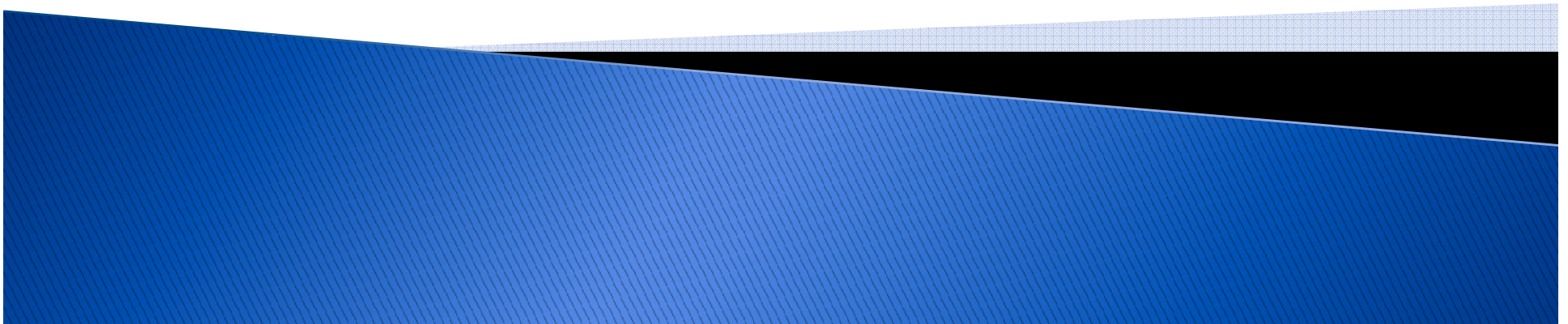
2011-2012 Safe Haven Program Grant Training

Mark Massa, Executive Director

Mary Murdock, Deputy Director

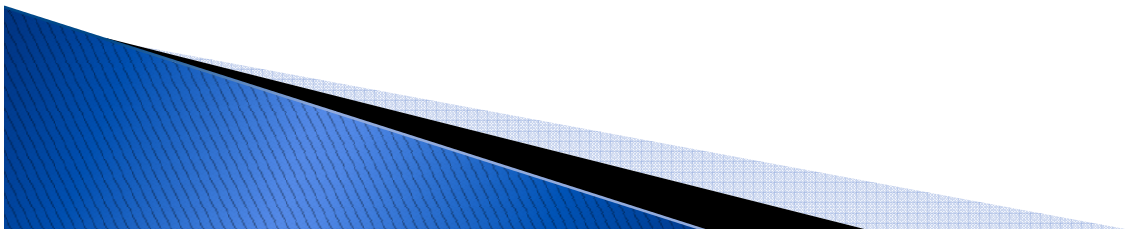
Ashley Barnett, Youth Division Director

Stephanie Edwards, Safe Haven Grant Manager



Today's Agenda

- ▶ Welcome and Introductions
- ▶ ICJI and Safe Haven Overview
- ▶ Grant Application/Grant Agreements
- ▶ Financial Management
- ▶ Reporting Requirements
- ▶ Monitoring and Evaluation



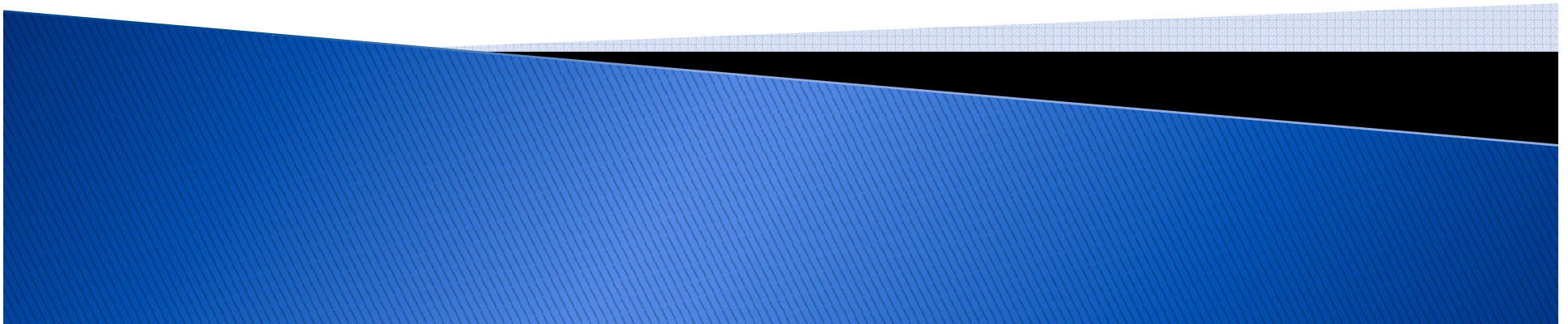
ICJI Staff

Deputy Director of Programs: Mary Murdock

General Counsel: Dave Stewart


Youth Division Director: Ashley Barnett

Safe Haven Program Manager: Stephanie Edwards



Youth Division MISSION STATEMENT

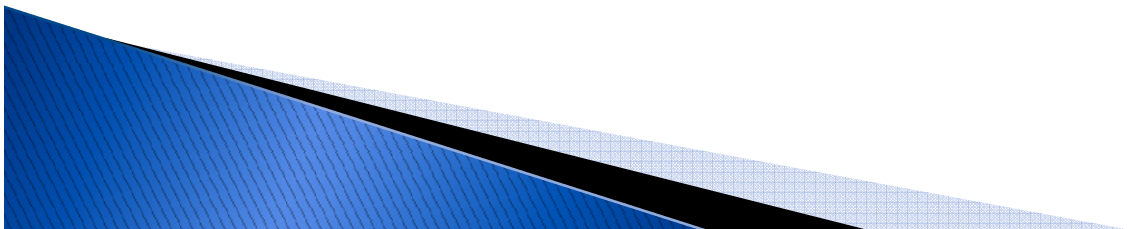
To improve Indiana's Juvenile Justice System, prevent juvenile crime and promote positive youth development through community collaboration.



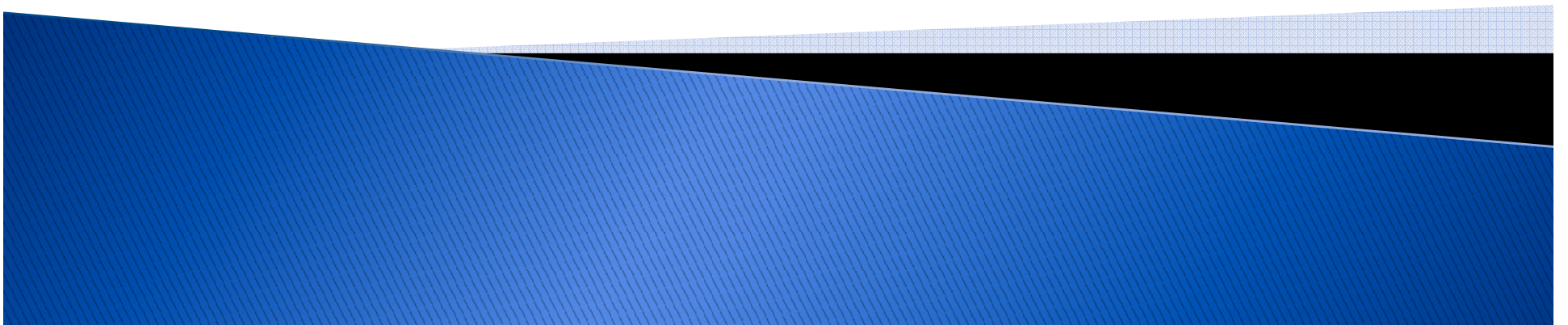
Safe Haven Program Overview

GOAL: to ensure that Indiana schools are safe and free from violence and drugs by:

1. Increase professional development opportunities for students and staff;
2. Assisting schools in identifying resources and programs; and
3. Assisting schools in creating safe physical environments for students and staff

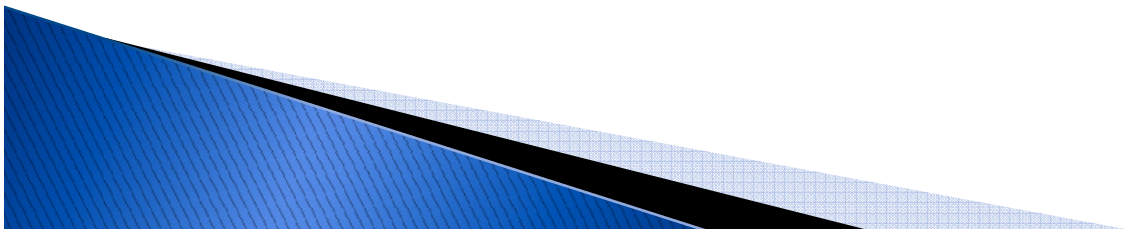


Safe Haven Grant Application Process



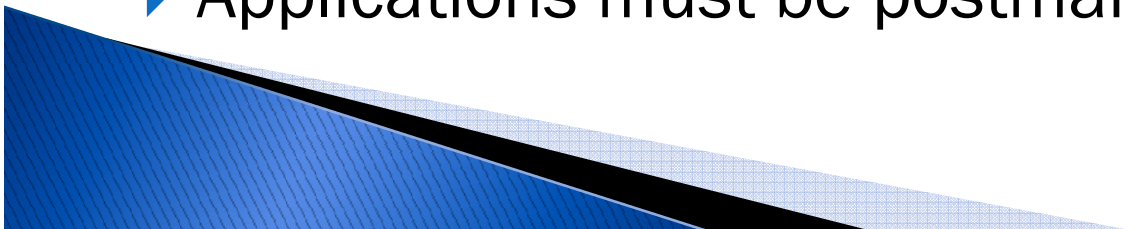
Changes from last year

- ▶ As with last year, grants solely for equipment will not be considered
- ▶ The application contains a few revisions
- ▶ The scoring guidelines have changed
- ▶ The Guidebook is back and serves as a resource to assist with completing the application



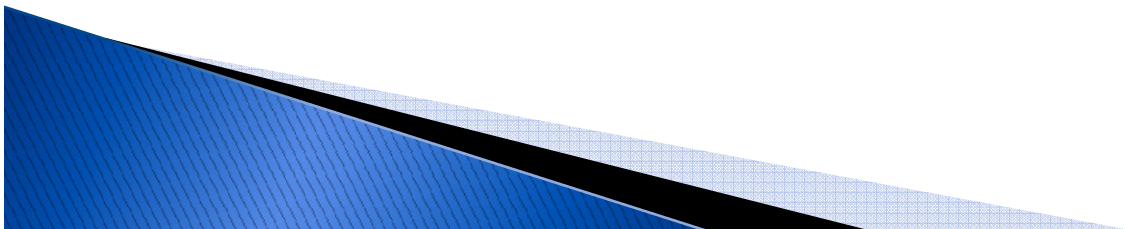
Eligibility

- ▶ Only Public School Corporations can apply for funding
- ▶ Attendance is Mandatory for Conference Calls
- ▶ Evidence-Based Model Programs and School Resource Office (SRO) programs will be considered for funding
 - EBP must be named
 - SRO must attend NASRO training (www.nasro.org)
- ▶ Match must be provided and reported in financial reports
- ▶ Applications must be postmarked by **June 17**



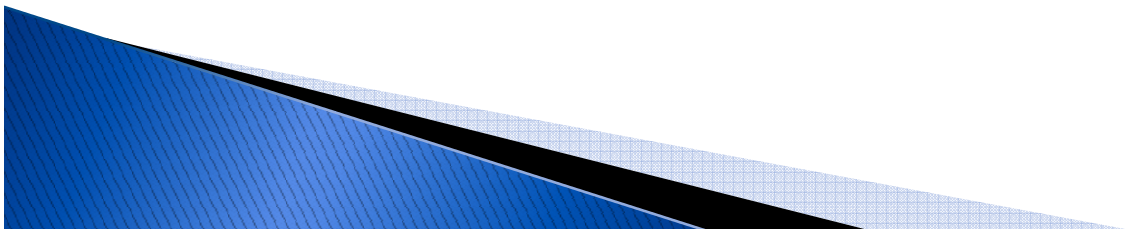
Evidence-Based Programs

- ▶ ICJI Youth Division's top priority is evaluating the students served by its funded programs to achieve the best possible outcomes. We have also initiated the highest level of accountability – of ourselves and those we fund – to provide the highest return of success.



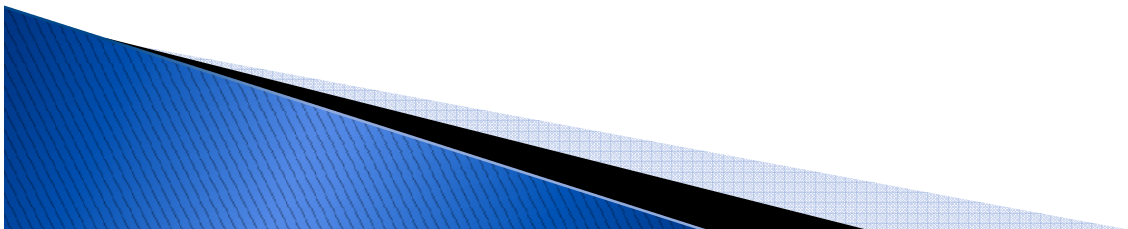
Examples of Sources for Evidence-Based

- ▶ SAMHSA Model Programs:
- ▶ <http://nrepp.samhsa.gov/>
- ▶ Center for the Study and Prevention of Violence, Blueprints for Violence Prevention:
- ▶ <http://www.colorado.edu/cspv/blueprints/>
- ▶ The Collaborative for Academic, Social and Emotional Learning (CASEL)
- ▶ <http://www.casel.org/programs/selecting.php>
- ▶ OJJDP model programs guide:
- ▶ http://www.dsgonline.com/mpg2.5/mpg_index.htm



SRO Programs

- ▶ SROs are trained to fulfill three roles:
 - ✓ As law enforcement officers- to keep their schools safe so that students can learn and teachers can teach.
 - ✓ As law-related counselors-to provide guidance on law-related issues to students and act as a link to support services both inside and outside the school environment.
 - ✓ As law-related education teachers- to provide schools with additional educational resource by sharing their expertise in the classroom.



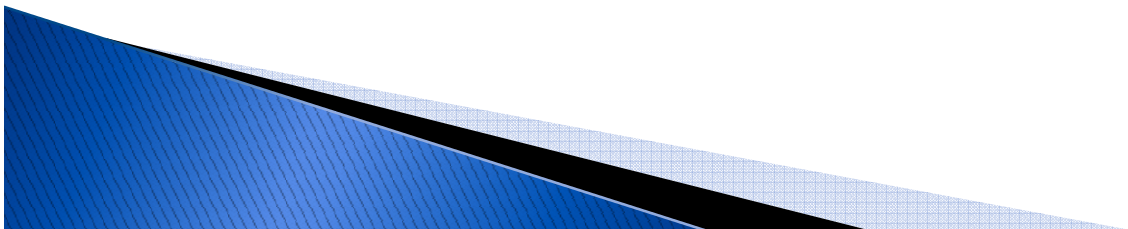
SRO Websites

- ▶ National Association School Resource Officers

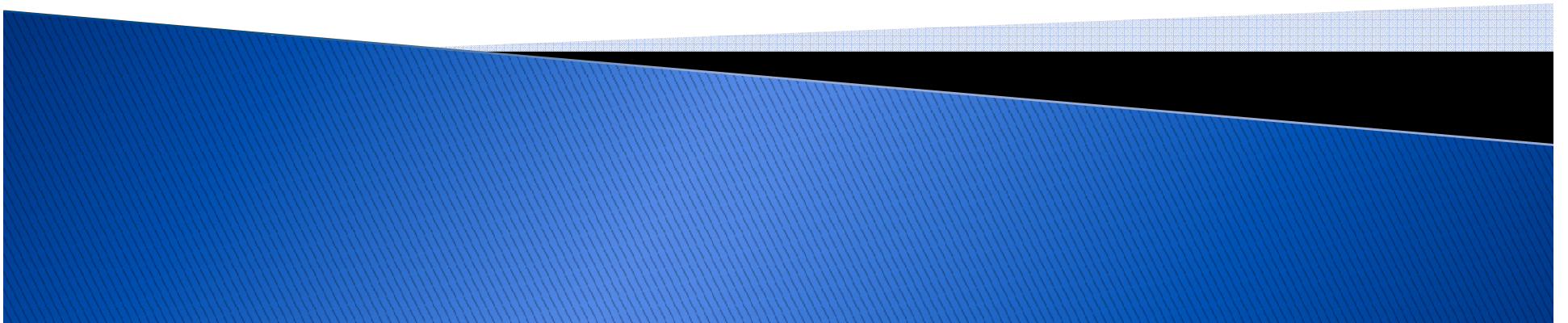
<http://www.nasro.org/home.asp>

- ▶ National Association of School Safety and Law Enforcement Officers

<http://www.nassleo.org/>

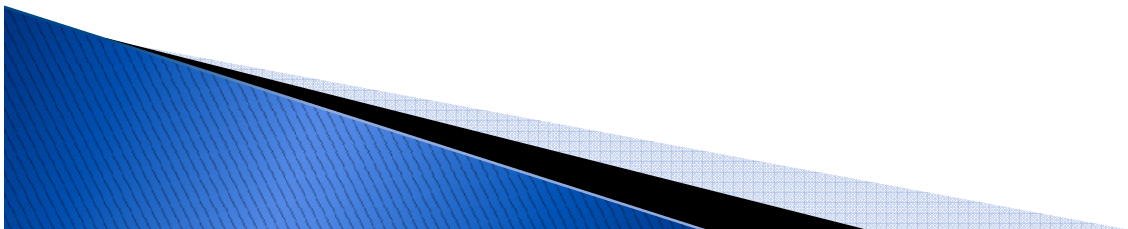


Safe Haven Grant Proposal Form



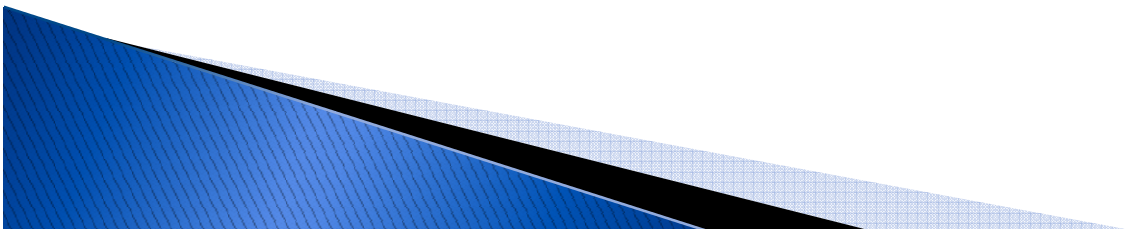
Cover Page

- School Corporation
- Legal Applicant-Superintendent
- Fiscal Officer-Treasurer
- Project Director-Person Responsible for writing and overseeing grant
- Alternative Contact
 - EXTREMELY IMPORTANT-needs to be yearly employee vs. school year employee
- Requested Grant Amount



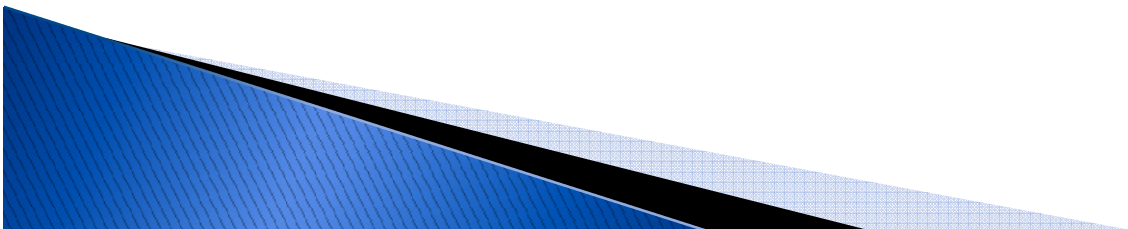
Executive Summary

- ▶ First thing Read, Last thing written.
- ▶ Encompasses the overall purpose of the project
- ▶ Outlines what you are going to say in the proposal.
- ▶ **DO NOT** Copy and Paste other sections of the grant into the Executive Summary.



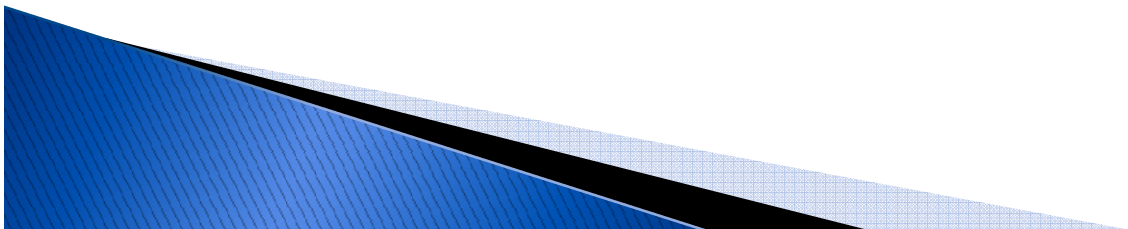
Needs Assessment

- ▶ Explain problem the program wants to solve.
- ▶ Express problem as a community problem, not just school problem
- ▶ Include local data to support claims
 - Suspension/expulsion data
 - ATOD surveys
 - ISTEP/standardized testing results



Needs Assessment

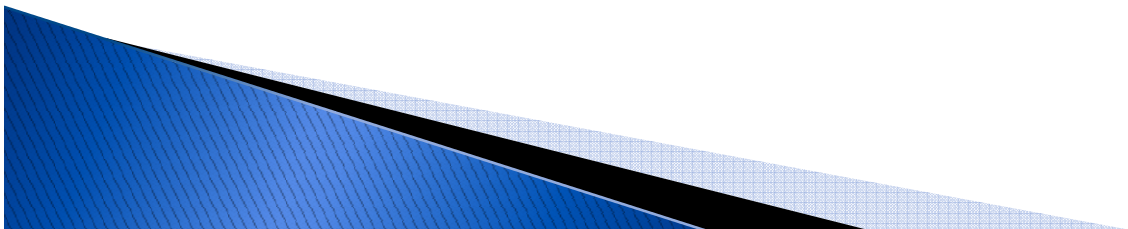
- ▶ Should establish a trend related to the problem.
 - 3 years of data
 - Graphs, Charts, and Tables
- ▶ Explain how funding will help alleviate problem.
- ▶ If Continuation-must contain a summary of current program, adaptation of program due to success/failure



Project Description, Goals and Objectives

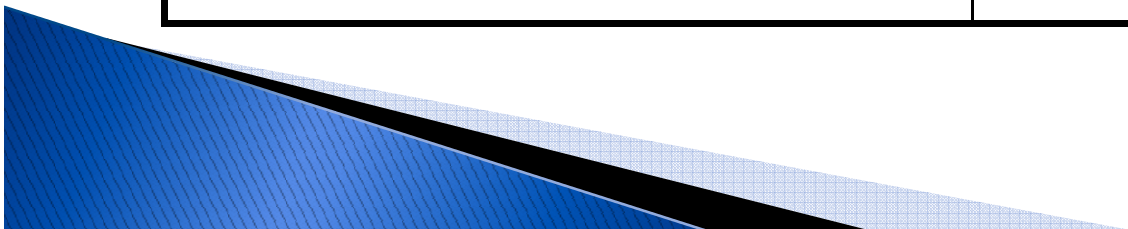
Project Description

- ▶ Explain your project
 - Evidence Based Program must be named
- ▶ Talk about current programs
 - How will this program enhance
- ▶ Must support what was stated in the Needs Assessment



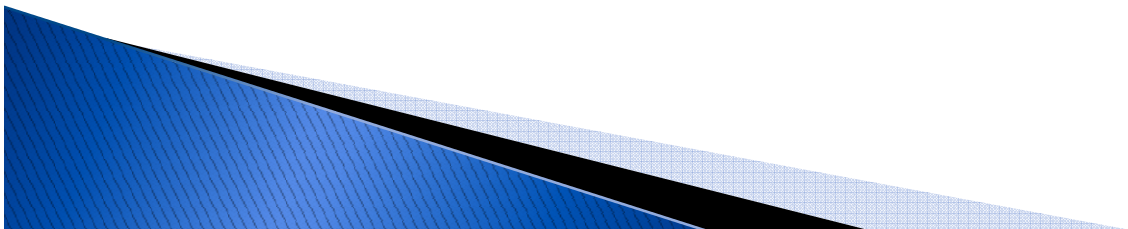
Goals vs. Objectives

Goals	Objectives
Broad	Narrow
General Intentions	Precise
Abstract	Concrete
Not tied to a timeframe	Tied to a timeframe



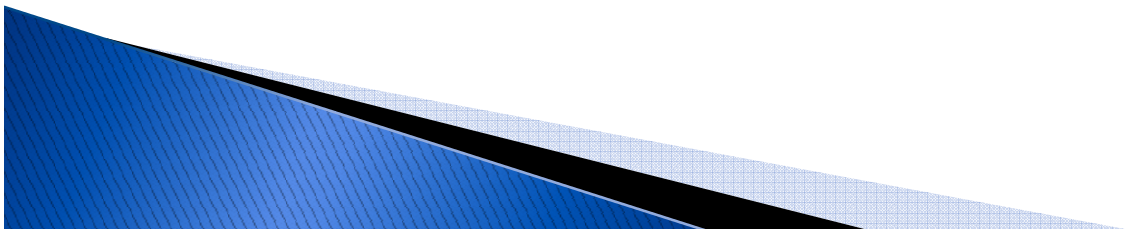
Goals

- ▶ A Goal is a broad based statement of a desired state of affairs that is timeless.
 - Should be a concise statement of project direction
 - End toward which effort is directed
 - Communication Device



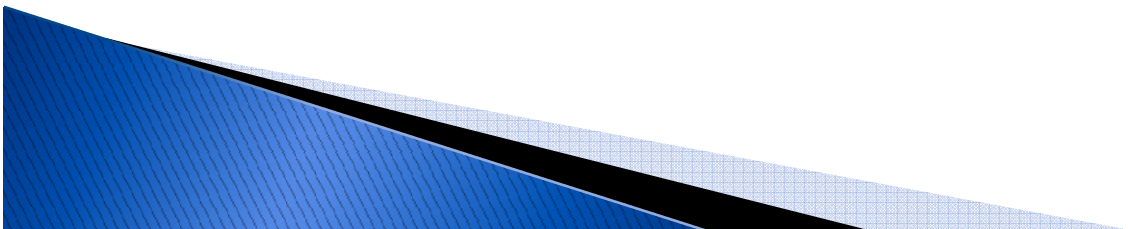
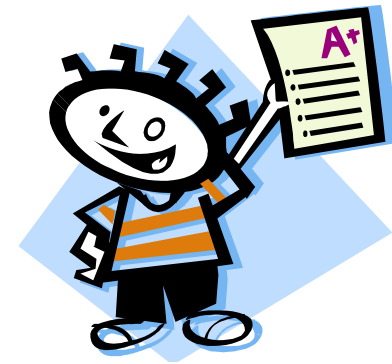
Objectives

- ▶ An **Objective** is a specific measurable milestone aimed at achieving the goal(s).
 - Something you are going to do
 - Utilizing the grant funds
 - In a designated period of time
 - With expected results from program within a given time period



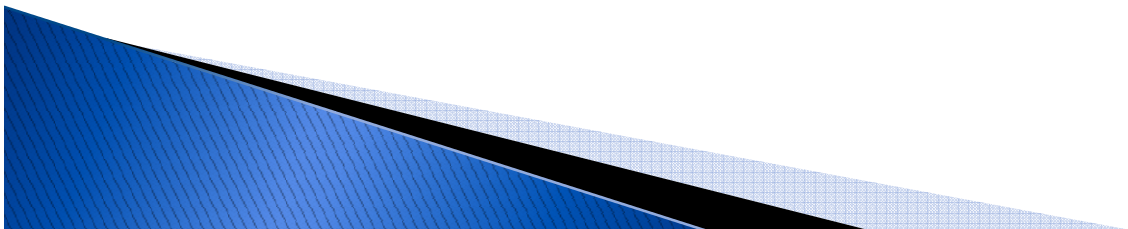
Objectives should be:

S – Specific
M – Measurable
A – Accountable
R – Results Oriented
T – Time Bound



Implementation Plan

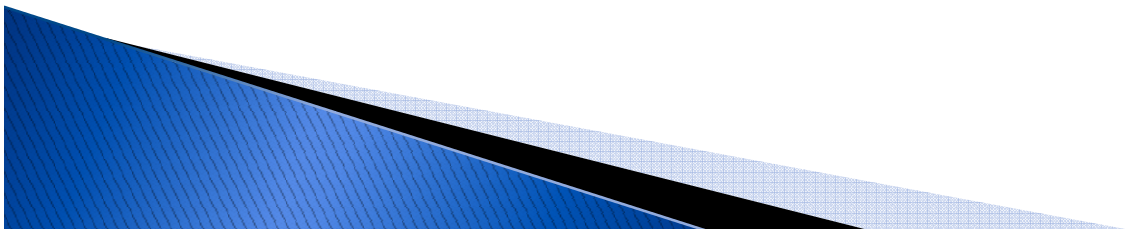
- ▶ The Implementation Plan explains how the program will be implemented.
- ▶ Avoid explaining how participants will be evaluated in the program.
- ▶ Every proposal, including continuation programs, and SRO MUST have an Implementation Plan.
- ▶ SRO applications must have letters of support attached.



Implementation Plan

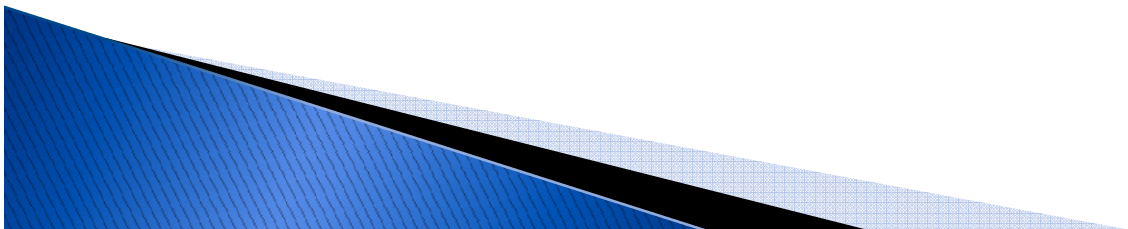
Must be completed by ALL applicants

- ▶ **Implementation Task**
 - Statement of what activity is to be completed
- ▶ **Who is Responsible**
 - Identifies who is assigned to complete the Action Step
- ▶ **Timeline**
 - Listing of a begin date and end date for the Action Step
- ▶ **Projected Resources Needed**
 - Listing of specific items needed to complete the Action Step.



Evaluation and Internal Assessment

- ▶ Explains how the program will be evaluated by the applicant and by what means
- ▶ Should not solely rely on the performance measures established by ICJI
- ▶ Summarizes information provided in the goals, objectives, and performance indicators-SMART
- ▶ Include critical thinking-what will you do if assessment indicates flaws

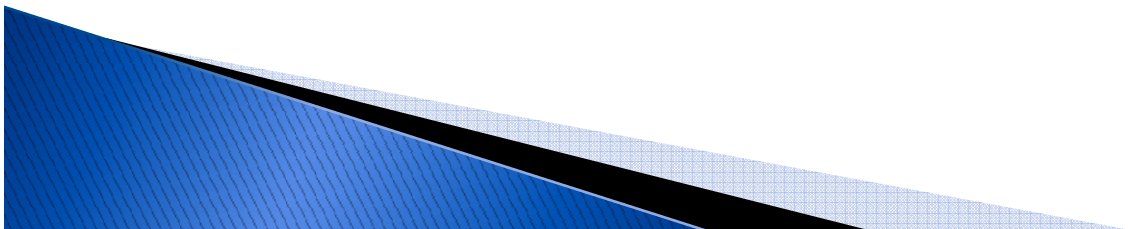


Sustainability/Future Funding

- ▶ Answer the question:

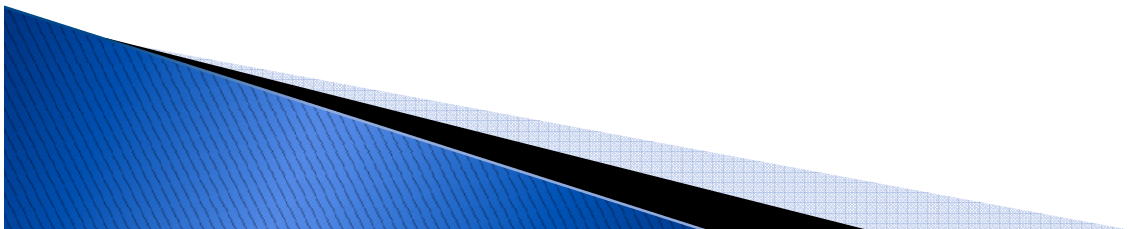
“What will be the future of this program if State Funding is not available after this grant cycle?”

- ▶ The Sustainability Plan MUST address:
 - Amount and Source of Matching Funds
 - An estimated funding plan for subsequent years



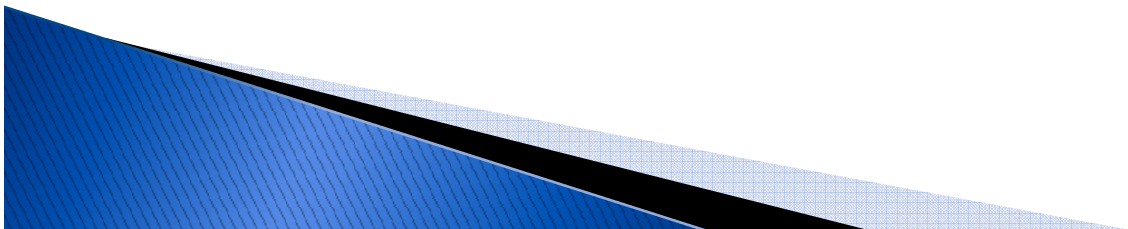
Match Description and Budget

- ▶ As indicated in IC 5-2-10.1-7(b), applicants must provide matching funds for all Safe Haven funds received
- ▶ Match description and budget
- ▶ The full matching share must be obligated by the end of the grant period.



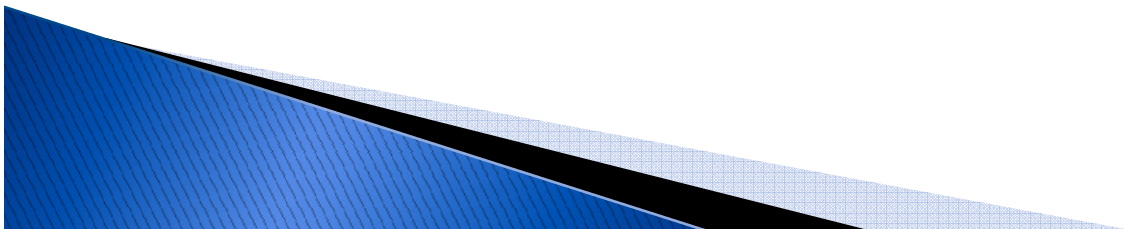
Matching Funds

- ▶ There are three types of Match:
 - Cash Match
 - In-Kind Match
 - Programmatic match



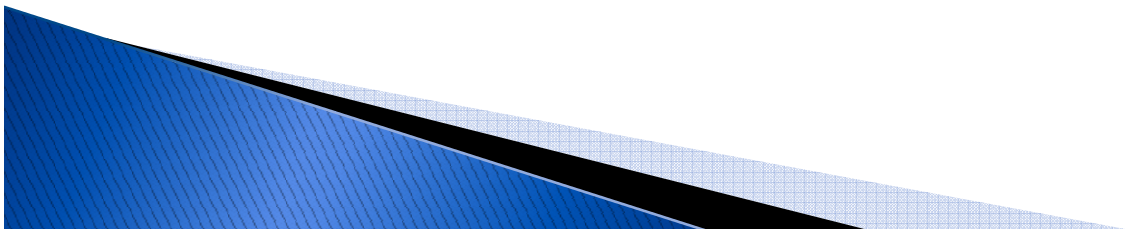
Cash Match

- ▶ Cash Match includes cash spent for project related costs.
- ▶ Cash Match may be applied from the following sources:
 - Funds from local units of government that have a binding commitment of matching funds for programs or projects.
 - Program Income and the related interest earned on that program income generated from projects, provided they are identified and approved prior to making an award.



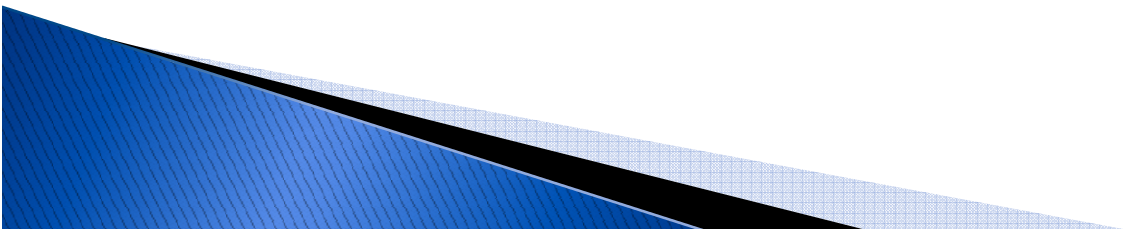
In-Kind Match

- ▶ In-Kind Match includes, but is not limited to the valuation of in-kind services.
- ▶ “In-Kind” is the value of something received or provided that does not have a cost associated with it.



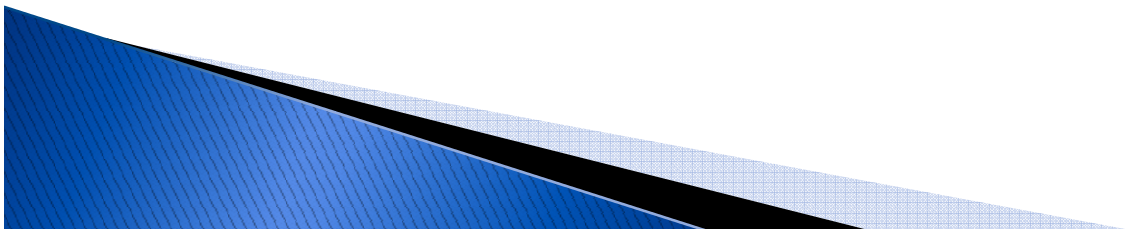
Programmatic Match

- ▶ Details a program in your corporation that meets the same guidelines as the Safe Haven program, but is not/will not be funded by the Safe Haven program

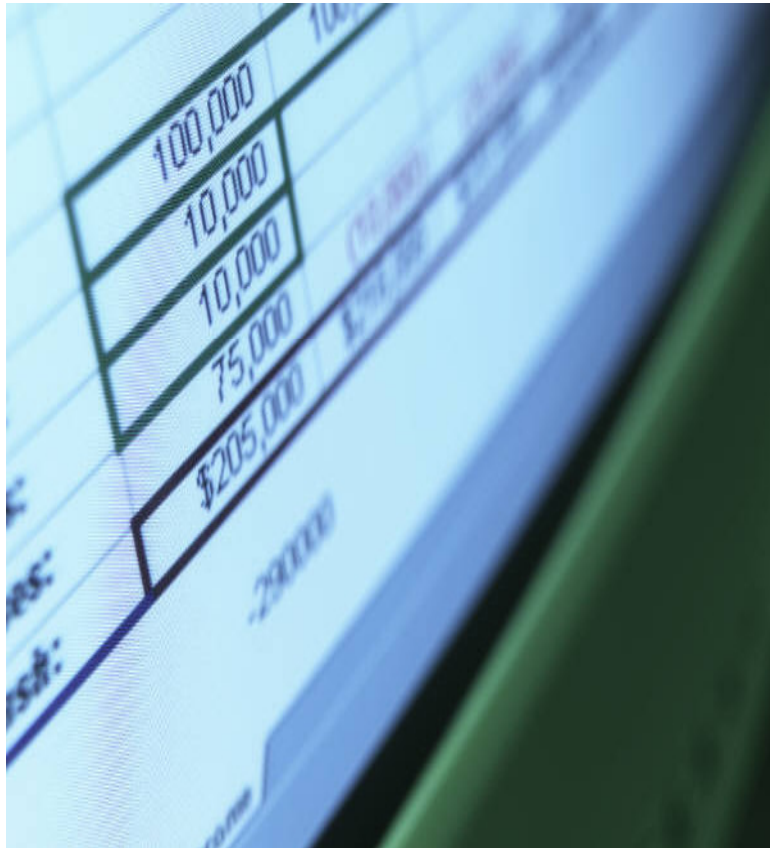


Match

- ▶ Records for match:
 - Grantees are responsible for maintaining accurate records that clearly show:
 - Source of Match
 - Amount of Match
 - The timing of all matching contributions



Budget Detail Worksheet

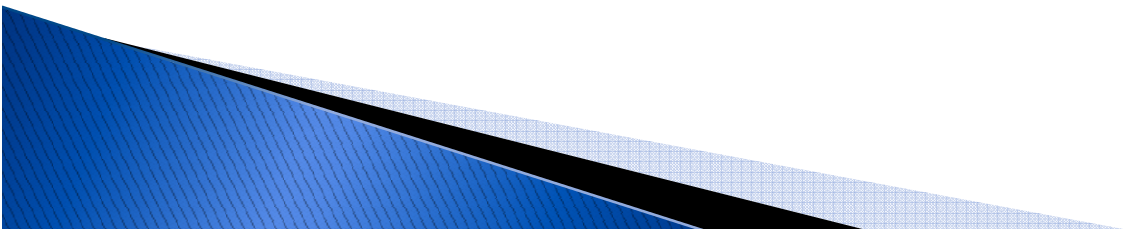


100,000
10,000
10,000
75,000
\$205,000

- ▶ Should be viewed as a “line-item” budget.
- ▶ Any local funding above the required match should be listed in the program budget section.

Budget Categories

- ▶ Personnel
- ▶ Contractual
- ▶ Travel
- ▶ Equipment-related to SRO or EBP
- ▶ Operating



State Travel Policy

http://www.in.gov/idoa/files/travel_policy.pdf

Section 7-2 Reimbursement for Subsistence Allowance

A person in travel status is entitled to a subsistence allowance not to exceed the amount as provided for by Section 7-3.

Section 7-3 Computation of Allowance-For Over-Night Travel

The subsistence allowance Daily Rates are to be claimed as follows:

	<u>IN-STATE</u>	<u>OUT-OF-STATE</u>
Departure before 12:00 P.M.	\$26.00	\$32.00
Departure between 12:00 P.M. and 4:30 P.M.	\$13.00	\$16.00
Departure after 4:30 P.M.	NONE	NONE
Return before 12:00 P.M., but after 7:30 A.M.*	\$13.00	\$16.00
Return after 12:00 P.M.	\$26.00	\$32.00

*No subsistence is paid for travel segments that are less than 7 1/2 hours.

For travel that begins and ends on the same day, subsistence shall be claimed only in accordance

with Section 7-4.

Travel to Specific Countries (See Section 10-2) divide by four (4), one quarter is to be claimed for Breakfast, one quarter for Lunch and the remaining half (1/2) for Dinner.

Elsewhere outside Continental USA (See Section 10-2) is to be claimed at Rate C, fifty dollars (\$50.00), divide by four (4), twelve dollars and fifty cents (\$12.50) for Breakfast, twelve dollars and fifty cents (\$12.50) for Lunch and twenty five dollars (\$25.00) for Dinner, with the same departure and return times in the chart above applied.

An original paid lodging bill is required to claim subsistence for over-night travel. (See Section 9-1)

Section 7-4 One Day Travel-Limitation of Amount

For same day travel, subsistence is to be claimed as follows:

	<u>IN-STATE</u>	<u>OUT-OF-STATE</u>
Not in travel status at least 12 hours	NONE	NONE
In travel status at least 12 hours	\$6.50 or \$13.00	\$8.00 or \$16.00
Departure before 6:00 A.M.; return after 6:00 P.M.		
entitles a traveler to Breakfast and Dinner	\$19.50	\$24.00

If a person's time at work, not in travel status, combined with time in travel status, all on one day, is equal to at least twelve (12) hours, the person may be reimbursed for breakfast or dinner or both.

Section 7-5 Meals Provided

If a meal is provided, no subsistence shall be claimed for that meal and is to be deducted as follows:

	<u>IN-STATE</u>	<u>OUT-OF-STATE</u>
Breakfast	\$ 6.50	\$ 8.00
Lunch	\$ 6.50	\$ 8.00
Dinner	\$13.00	\$16.00

The State of Indiana must not pay for a person's meal more than once. This includes, but is not limited to, meals included in registration fees or by hotels in the room charge. If a person in travel status received a meal without charge, then the subsistence allowance must be reduced. However, no deductions from subsistence shall be taken for continental breakfasts or meals served on airplanes.

Section 7-6 Subsistence Allowed Without Paid Lodging Bill

If lodging is provided to a person in travel status at no cost to the person, a statement explaining that the person was in travel status, signed by the Agency may be submitted as documentation to justify claiming the subsistence allowance.

JANUARY 1, 2004

Section 7-7 50 Mile Restriction/Exception

- (A) Except as provided below, a person is not entitled to lodging or a subsistence allowance for over-night travel if travel takes the person fifty (50) miles or less from the station or the person's home.
- (B) An Agency may only authorize payment of lodging and/or subsistence by making a determination that it may be dangerous or undesirable for a person to travel because of any one (1) of the following:
 - (1) unsafe highway/weather conditions;
 - (2) lack of public transportation and the person depends upon such transportation;
 - (3) assignment of the person to police duty, arbitration or strike conciliation;
 - (4) the employee's physical condition; or
 - (5) with prior written approval from the Department, unusual work assignment.
- (C) The Agency must make the determination in writing, and a copy must accompany the travel claim.
- (D) At the discretion of the Agency, over-night travel is not necessarily required just because the mileage exceeds fifty (50) miles.

Section 7-8 Weekend Travel Status-Exception

- (A) A person traveling Out-of-State may claim lodging expense and subsistence allowance for Saturdays, Sundays or holidays (even though the person is not conducting State Business on those days) in order to reduce the total cost of the travel, or to accommodate early morning or late evening meetings. The savings and/or the need to accommodate, must be documented and approved in advance by the Department. Neither subsistence nor lodging expenses may be claimed if an employee is using vacation or personal leave time.
- (B) A person traveling In-State may claim lodging expense and subsistence allowance for Saturday, Sundays or holidays (even though the person is not conducting State Business on those days) in order to reduce the total cost of travel, or to accommodate early morning or late evening meetings. The savings and/or the need to accommodate, must be documented and approved in advance by the Agency. Neither subsistence nor lodging expenses may be claimed if an employee is using vacation or personal leave time. (See Section 3-5 (B))

Section 7-9 Board or Commission Member-Special Allowance

Any non-salaried board or commission member is entitled to a subsistence allowance at one-half (1/2) of the Daily Rate for each meal while away from home in the performance of official duties. Travel must begin by 6:00 A.M. to allow for the breakfast meal. Travel must end after 6:00 P.M. to allow for the evening meal. The maximum allowable in a single day is the Daily Rate. The travel voucher must be marked "Board (or Commission) Member" to be eligible for this allowance.

Chapter 8 Work Stations and Moving

Section 8-1 Coverage

Section 8-2 Establishment of a Work Station

Section 8-3 Reimbursement for Moving Expenses Due to a Change of Work Station

Section 8-4 Reimbursement for Interview Expenses

Section 8-5 Pre-employment Travel

Section 8-6 Reimbursement of Relocation Expenses For New Hires

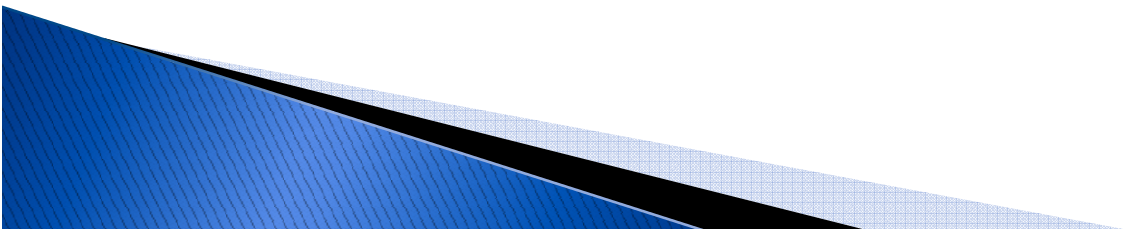
Section 8-1 Coverage

This Chapter contains policies and procedures for the establishment of work stations and for claiming reimbursement for travel expenses incurred by any person who is required to move a household As a requirement of being employed by and/or continuing employment for the State. Payment for moving

JANUARY 1, 2004

Disclosure of other grants

- ▶ List all grants from public or private sources since May 1, 2009 that would be relevant to the project.



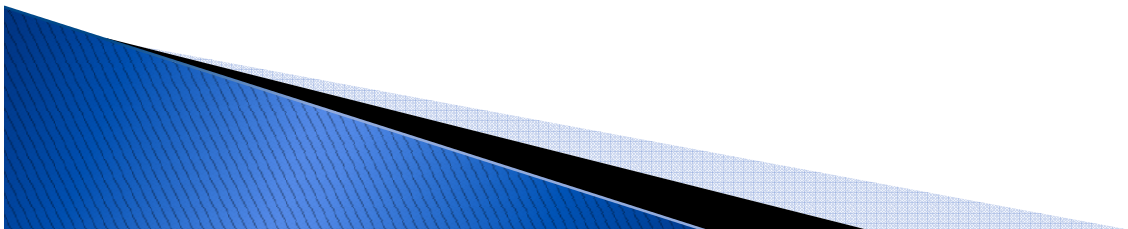
Signature Page (Certifications & Acceptance)

- ▶ **Signature Pages:** All submitted signatures **MUST** be original signatures. Stamped or copied signatures **WILL NOT** be accepted.

- ▶ **Superintendent**
 - This is an individual authorized to sign on behalf of the School Corporation (the legal Applicant)

- ▶ **Project Director**
 - This is the individual who is the officially recognized head of the agency/department implementing the grant-funded program.

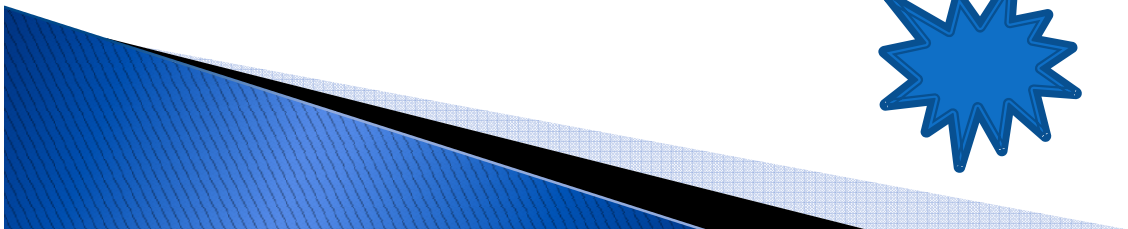
- ▶ **Fiscal Officer**
 - The Treasurer of the School Corporation



Top 5 Reasons for Low Scores

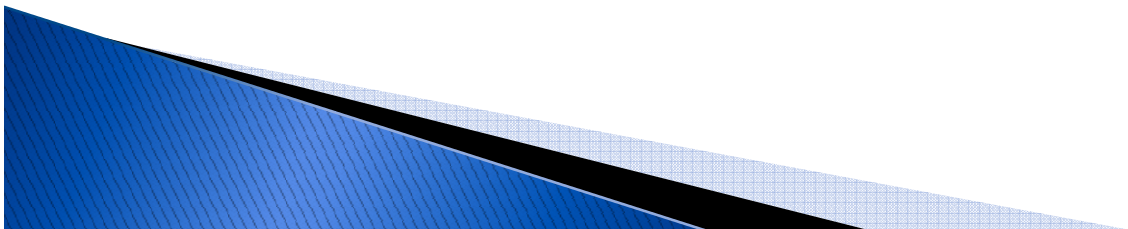
- ▶ Sloppy Writing-Typos and Grammatical Errors
- ▶ Not Following Directions
- ▶ Not Fitting Within Program Guidelines
- ▶ Waiting Until the Last Minute
- ▶ Waving Red Flags

Read and Use GUIDEBOOK

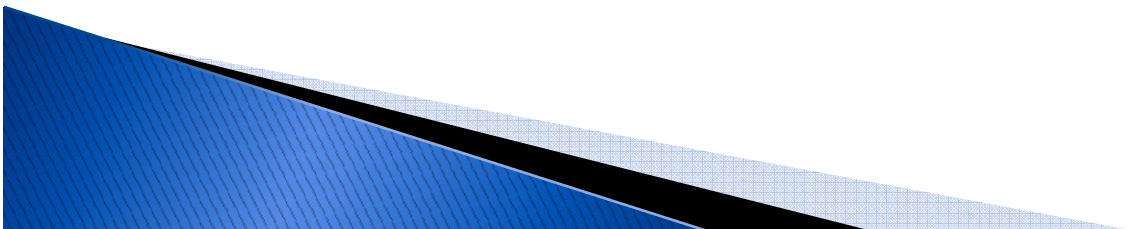


Grant Guidebook

- ▶ Step by Step guide to writing a proposal for the Safe Haven Grant
- ▶ Read the guidebook before you try to write the grant.
- ▶ Access to Grant Guidebook
<http://www.in.gov/cji/2656.htm>



Questions

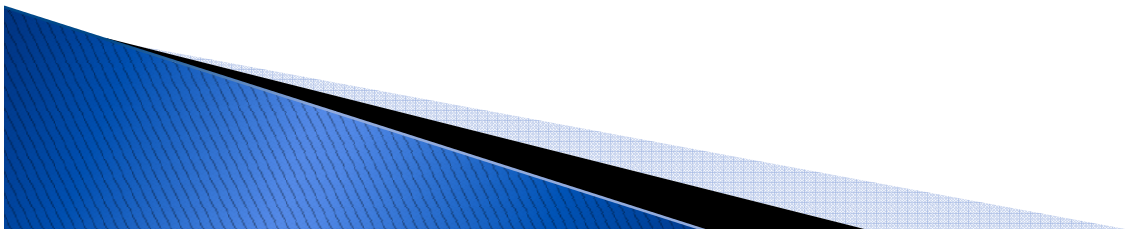


Grant Scoring

- ▶ A copy of the Scoring form will be available on the YD website:

<http://www.in.gov/cji/2656.htm>

- ▶ All proposals are scored with this form.
- ▶ Read prior to writing the proposal.



Scoring Sheet



Indiana Criminal Justice Institute
Youth Division
Safe Haven Grant Program
Grant Review and Scoring Matrix

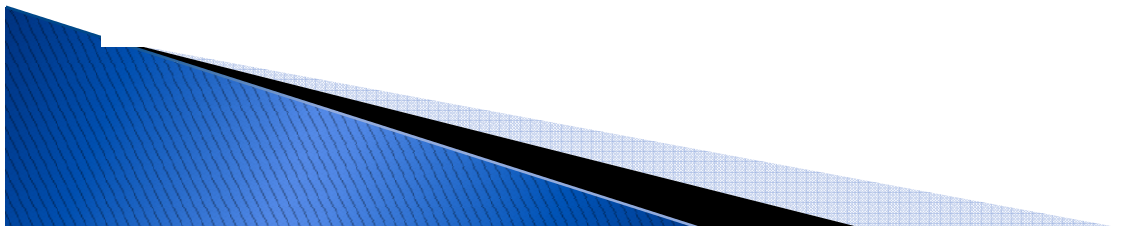
Reviewed By: _____

Applicant: _____ Tracking Number: _____ Attended Training: _____

Project Title: _____ New Program: _____ Continuation Program: _____ Number of Years: _____ Compliance: _____
Previous Funding Amt: _____ Site Visit Paperwork: _____

Requested Funding: _____ School Resource Officer: _____ Evidence Based Program: _____
Letters of Support: _____

Description	Maximum Points Allowed	Score
Executive Summary	5 Points	
Needs Assessment	20 Points	
Problem Statement, Goals, Objectives	24 Points	
Implementation Plan	10 Points	
Evaluation/Internal Assessment	15 Points	
Sustainability/Future Plan	11 Points	
Matching	5 Points	
Budget	5 Points	
Penmanship	5 Points	
Total Score	100 Points	



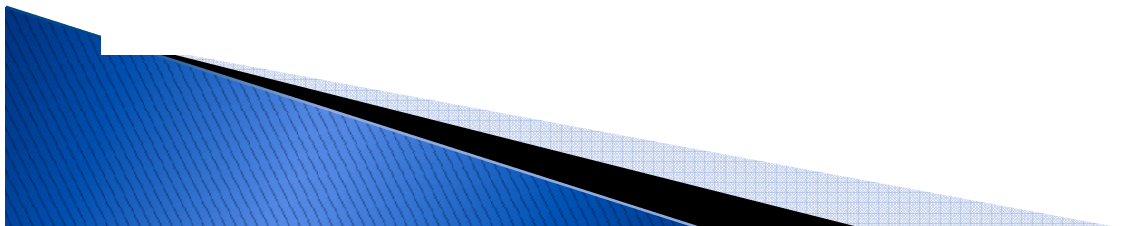
Scoring Sheet

Executive Summary

0 Points	3 Points	4 Points	5 Points	Total Points	Comments
Applicant did not follow instructions, copied and pasted from other sections.	Applicant included 3 out of 6 of sections in a concise and understandable manner	Applicant summarized 5 out of 6 sections in a cohesive manner	Applicant summarized all sections, summary was less than 2 pages and free of typos.		

Needs Assessment

0 Points	3 Points	7 Points	10 Points	Total Points	Comments
The application does not describe the problems to be addressed in the body of the assessment.	The application describes the problems to be addressed in the body of the section.	The application describes the problem within the first paragraph and supports the statement with research.	Applicant describes the program in a concise and fluent manner (beginning, middle and end) including all data.		
0 Points	3 Points	7 Points	10 Points	Total Points	Comments
Does not include any statistical data. If continuation, applicant does not include previous year program data or an overview of program.	Includes limited statistical data that is not local. If continuation-the application includes focus area and previous year program data.	Includes specific (local) data related to the problem and if continuation-the application includes an overview of previous program, including supporting data	Includes local officials and private/public agencies. Includes how funding will alleviate the problem. If continuation-the application indicates how program has met objectives and resulting impact. Addressed issues that prevented successful completion of goals.		



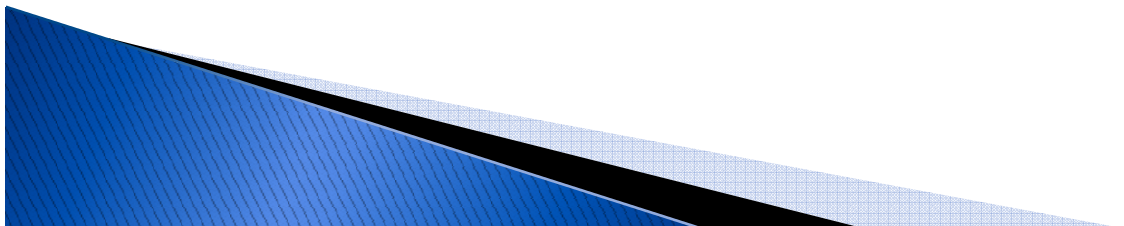
Scoring Sheet

Program Description, Goals, and Objectives

0 Points	4 Points	6 Points	8 Points	Total Points	Comments
Applicant did not identify the area of need. Did not include activities already in place.	Program description is too vague, if new program, it isn't named. Vague info on the activities in place.	Applicant identified area of need, included program name and indicated specific programs in place.	Applicant clearly identifies the area of need, included program information/where program was found. Applicant clearly indicated the programs in place and how this will supplement.		
0 Points	4 Points	6 Points	8 Points	Total Points	Comments
Goal(s) was confused with objective and too specific w/time constraints. Goal unrelated to the needs assessment.	Goal(s) is timeless, related to the needs assessment, but doesn't seem realistic.	Goal(s) is timeless, realistic, understandable and related to the needs assessment.	Goals are timeless, realistic, understandable, related to the needs assessment, and measurable.		
0 Points	4 Points	6 Points	8 Points	Total Points	Comments
The SMART objectives are not specific, measurable, achievable, realistic or time-bound.	The SMART objectives are specific and time-bound but not measurable, achievable, or realistic.	The SMART objectives are specific, time-bound, and measurable but not achievable or realistic.	The SMART objectives are specific, measurable, time bound, achievable and realistic.		

Implementation Plan

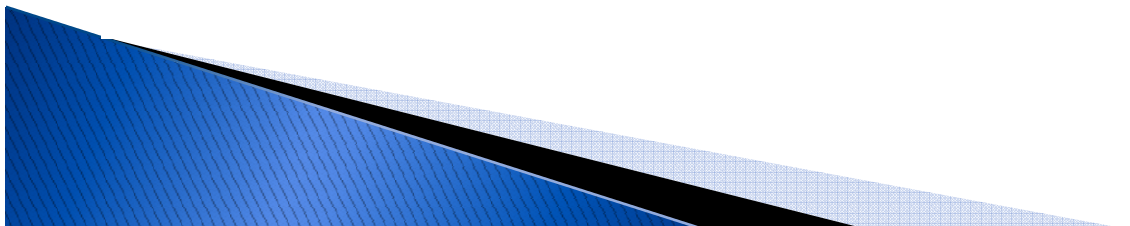
0 Points	4 Points	7 Points	10 Points	Total Points	Comments
Application does not describe how the program will be structured and operated nor does it include a timeline of activities.	Application describes how the program will be structured and operated, but does not include a timeline of activities.	Application describes how the program will be structured and operated and includes a timeline of activities to include a concrete start date.	Application describes how the program will be structured and operated, including a timeline of activities and what projected resources are needed.		



Scoring Sheet

Evaluation and Internal Assessment

0 Points	3 Points	4 Points	5 points	Total Points	Comments
Application does not describe the data to be collected or a record keeping process.	Application describes the data to be collected but not a record keeping process.	Application describes the data to be collected and a record keeping process.	Application describes the data to be collected and the record keeping process needed to support the SMART objectives.		
0 Points	3 Points	4 Points	5 points	Total Points	Comments
Application does not provide benchmarks or monitoring progress toward SMART objectives.	Application provides benchmarks aligned with SMART objectives.	Application provides benchmarks aligned with SMART objectives and monitors progress toward reaching them.	Application provides benchmarks aligned with SMART objectives. Program effectiveness is monitored and adjusted as needed.		
0 Points	3 Points	4 Points	5 points	Total Points	Comments
Application does not include how the data will be collected and analyzed. It does not identify the individual(s) responsible for the evaluation plan.	Application explains how the data will be collected and analyzed. The plan does identify the individual(s) responsible for the evaluation plan.	Application explains how the data will be collected, analyzed, and communicated. The plan does identify the individual(s) responsible for the evaluation plan.	Application explains how the data will be collected, analyzed and communicated. The plan does identify the individual(s) responsible for the evaluation plan and includes a process for revising the plan as needed.		



Scoring Sheet

Sustainability/Future Plans

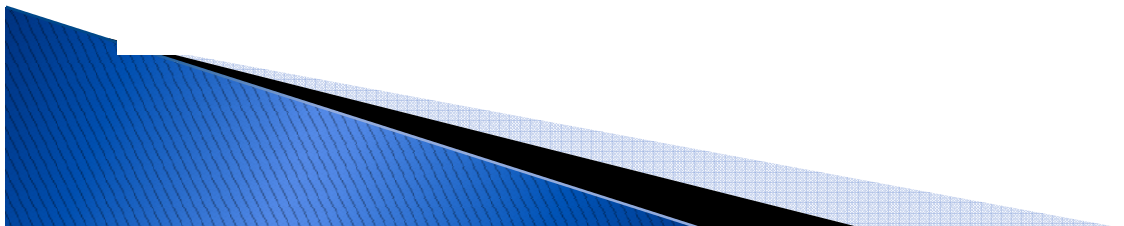
0 Points	4 Points	7 Points	11 Points	Total Points	Comments
Application has no plan on how to continue after grant funding has ended. States program is looking.	Applicant describes a plan for continuation after grant funding has ended, it does not include any evidence that the plan is being implemented.	Applicant describes a plan for continuation after grant funding has ended with evidence the plan is being implemented, but does not identify future funding sources.	Application describes a plan for continuation after grant funding has ended with evidence that the plan is being implemented including sources of future funding.		

Matching Funds

0 Points	3 Points	4 Points	5 Points	Total Points	Comments
Applicant did not provide any match information.	Applicant indicated the amount of match funds, but did not include specific funds and breakdown.	Applicant indicates amount of match funds and included which fund/program they would use, but did not include specific breakdown.	Applicant indicates amount of match funds, included funding source and provided a breakdown of how the funds will be used.		

Budget

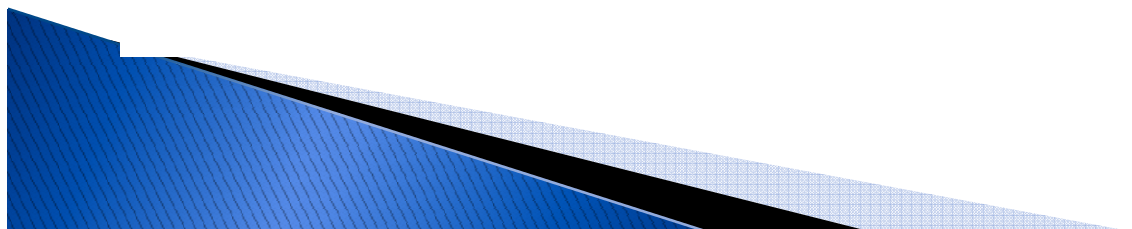
0 Points	3 Points	4 Points	5 points	Total Points	Comments
The proposed budget does not support the activities described in the application.	The proposed budget supports the activities described in the application.	The proposed budget supports the activities described in the application but some items are not reasonable and necessary for accomplishing the SMART objectives.	The proposed budget supports the activities described in the application and includes ONLY items that are reasonable and necessary for accomplishing the SMART objectives.		



Scoring Sheet

Penmanship (Grammar, spelling and cohesiveness)

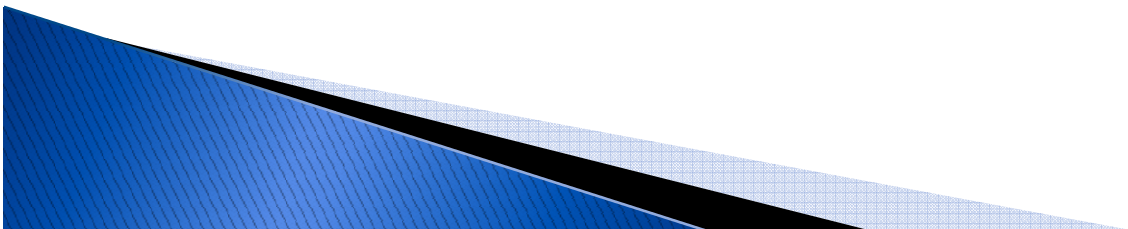
0 Points	3 Points	4 Points	5 points	Total Points	Comments
Application contains numerous misspelled words, grammatical errors, and is difficult to understand.	Application contained some errors, but application made sense.	Application only contained a few typos. Application very well written.	Application was completely free of grammatical/spelling errors. Applicant used excellent grant writing skills.		



Questions

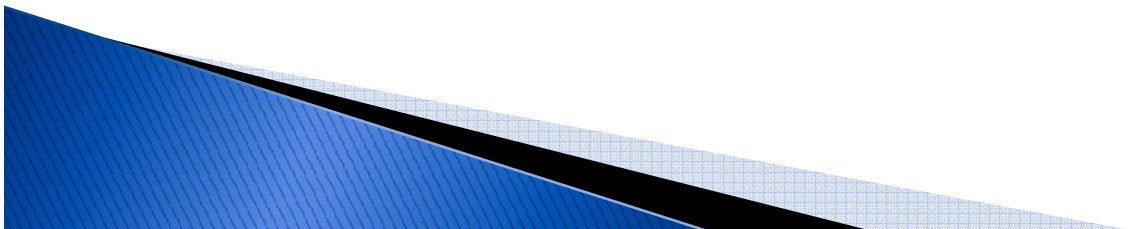


Grant Award Process



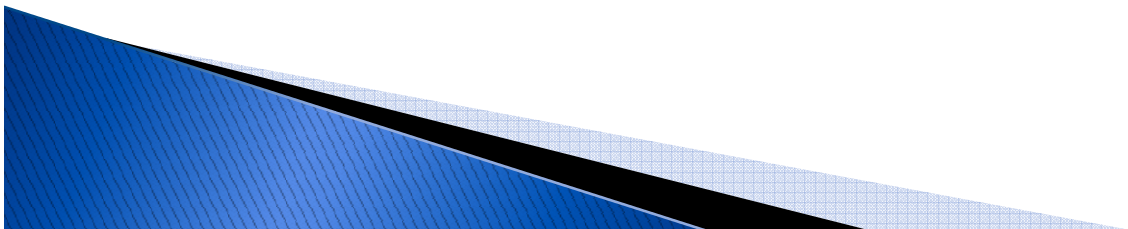
Proposal Submission/Review

- ▶ Submitted Proposals are date and time stamped by ICJI
- ▶ Grant Proposals postmarked after the Due Date will NOT be accepted.
- ▶ Grant Manager Review
 - Completeness
 - Budget
 - Compliance with Current Award (if applicable)



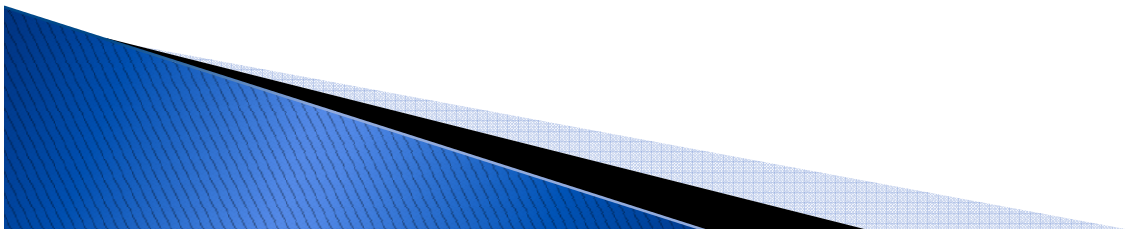
Proposal Scoring

- ▶ Proposals are reviewed and scored by:
 - Division Director
 - Grant Manager
- ▶ The YD staff makes one of three recommendations for each proposal:
 - Approve
 - Approve with Special Conditions
 - Deny



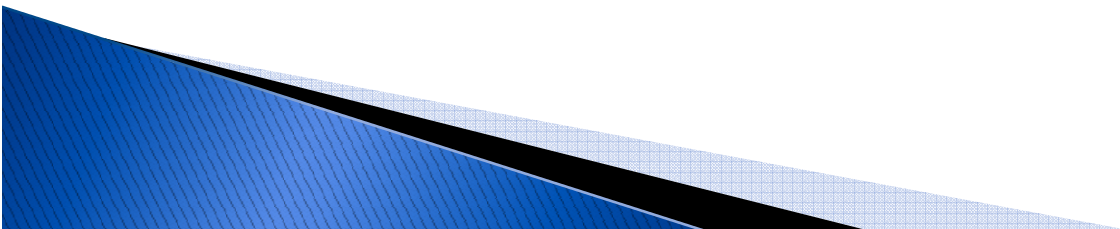
Proposal Scoring

- ▶ 75 Points or Higher for Recommendation to fund
- ▶ Compliance with Current Award
- ▶ Within Budget Guidelines
- ▶ Proposal Content



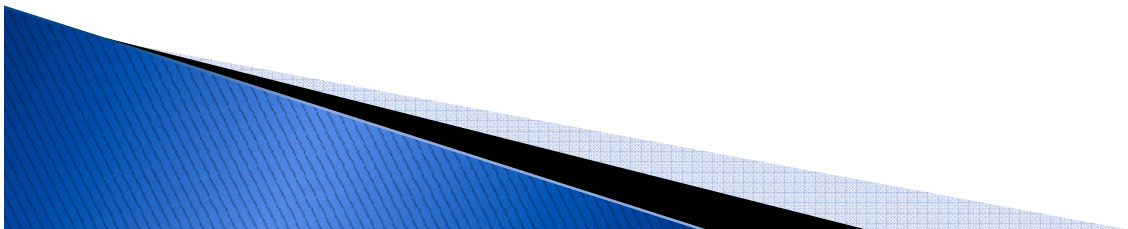
Executive Review

- ▶ Deputy Director and Division Director
- ▶ Executive Staff
 - Deputy Director
 - Executive Director



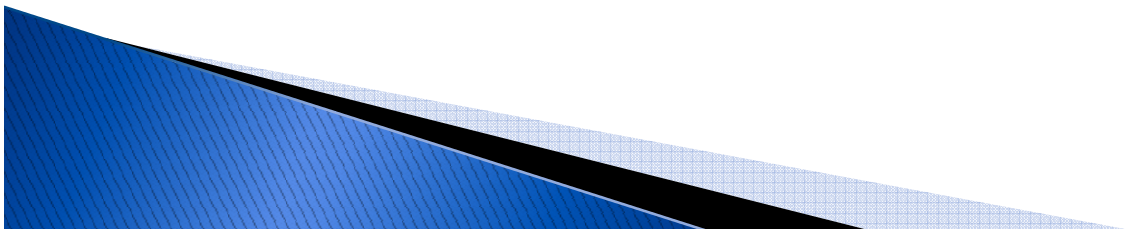
Subcommittee Review (Board of Trustees)

- ▶ Review
 - Staff Recommendations
 - Grant Proposals
- ▶ Votes on an official Recommendation to the Board.
- ▶ Staff notifies Applicant via E-mail within 24 hours after Subcommittee adjourns.

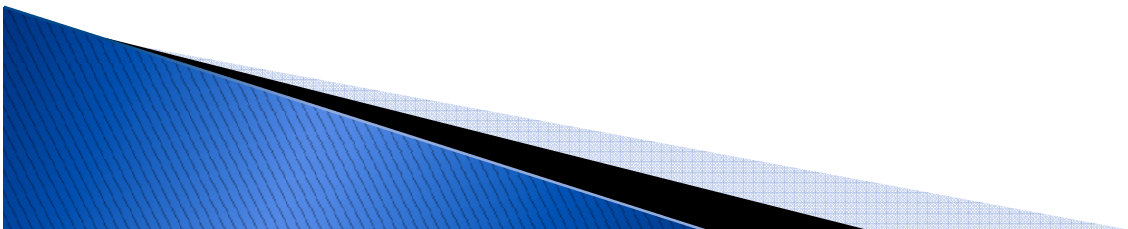


ICJI Board of Trustees

- ▶ The Subcommittee presents the Board with their funding recommendations.
- ▶ The Board votes to either approve, defer or deny the recommendations.
- ▶ All actions of the ICJI Board of Trustees are FINAL.

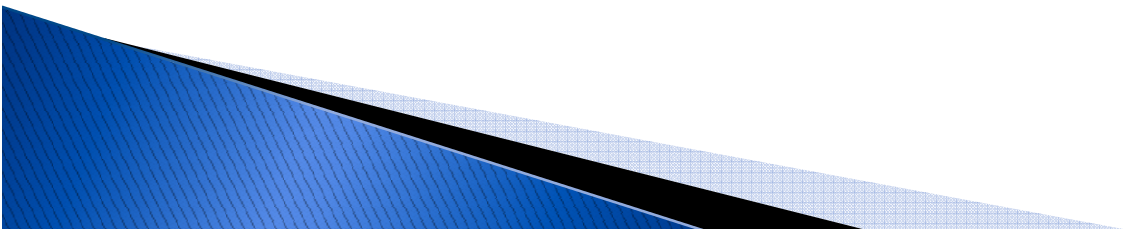


Award Requirements



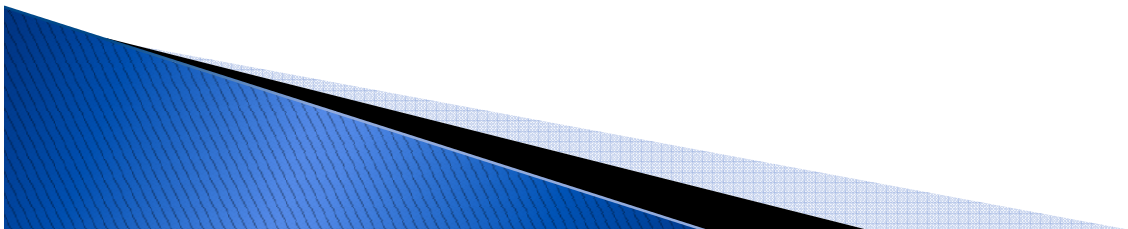
Grant Agreement

- ▶ Contract between the grantee and the state.
- ▶ Must be signed by (original signatures):
 - Authorized Official for Legal Applicant
 - Authorized Official for Fiscal Agent



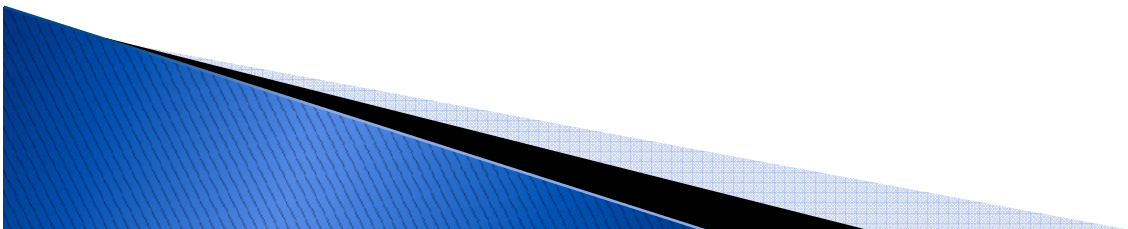
Award Letter

- ▶ Two page document detailing the specifics of the award
- ▶ General and Special Conditions are included in the Award Letter
- ▶ Required Signatures (original):
 - Authorized Official for the Legal Applicant
 - Authorized Official for the Fiscal Agent

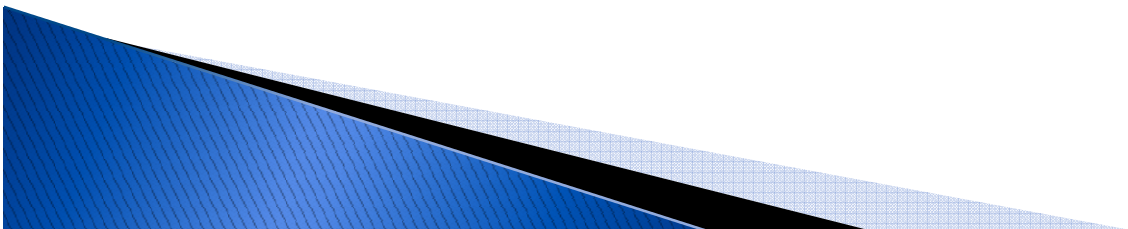


Award Activation

- ▶ Once all Award Documents have been submitted the grant award will be activated.



Questions



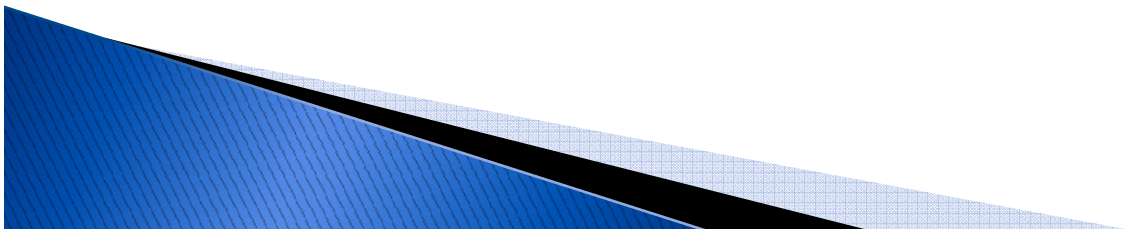
Reporting Requirements

▶ Performance

- SRO Interaction Report
- Evidence Based Semester Program Report

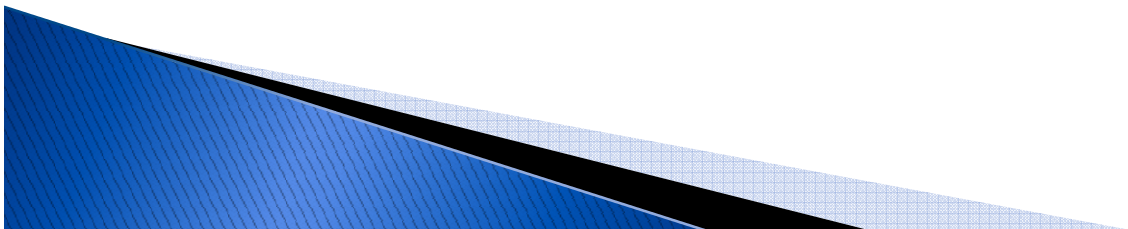
▶ Financial

- Semester Financial Report
- Final Financial Report (if needed)



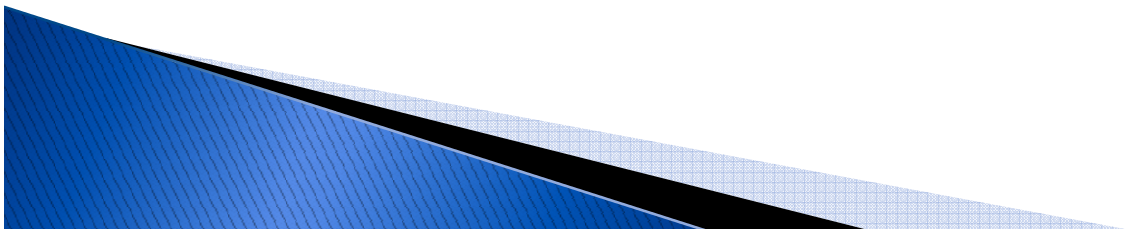
Program Reports-EBP

- ▶ Submitted semi-annually
 - First semester due December 15th
 - Second semester due May 31st
- ▶ Content
 - Program info
 - Demographics (program participants/all enrolled students)
 - Program inquiry/progress
 - Overall impact (narrative)



SRO Reporting Forms

- ▶ Interaction report
 - Completed by SRO for any significant interaction between SRO and student
 - Remember to include positive interaction, prevented incidents and administrative tasks
 - Logged daily, submitted BY December 15 and May 31



FINANCIAL REPORT

**Indiana Criminal Justice Institute
YOUTH DIVISION
Safe Haven Semester Financial Report
Please See Reverse Side For Instructions**

1. Grant Number: _____ 2. Project Period: 9/1/2010-5/31/2011

3. Reporting Agency: _____

4. Report Number 1st Semester: September 1st - December 31st (12/31)

2nd Semester: January 1st - May 31st (5/31)

No Expenditures to report this semester

5. Report for Expenditures by Budget Category (From Final Budget submitted and approved)

Category	Approved Budget	This Semester Expenditures	Total Expenditures	Unpaid Obligations (if applicable)	Balance
Personnel					
Contractual Services					
Travel					
Equipment					
Operating Expenses					
Construction					
Total					

6. Report of Expenditures

Federal Funds	N/A	N/A	N/A	N/A	N/A
CJI Funds	N/A	N/A	N/A	N/A	N/A
Other State Funds	N/A	N/A	N/A	N/A	N/A
Local					
Total					

The above information is true and justified. The supporting documentation is on file with this office. All expenses are consistent with the federal guidelines and the terms of the grant application.

Superintendent Original Signature _____

Fiscal Officer Original Signature _____

INVOICE

Invoice - 2011 Safe Haven

Invoice Number	
Purchase Order Number	
Grant #	
Vendor:	
Vendor ID:	
Service Date(s):	

Final Claim: _____
(check if this is the final claim.)

Purchase Order Line Details				
Categories	Approved Budget	Previously Claimed	Amount of Claim	Remaining Balance
Personnel				\$0.00
Fringe Benefits				\$0.00
Contractual				\$0.00
Equipment				\$0.00
Travel/Training				\$0.00
Operating				\$0.00
Confidential Funds				\$0.00
Totals:	\$0.00	\$0.00	\$0.00	\$0.00

For CJI Use Only:

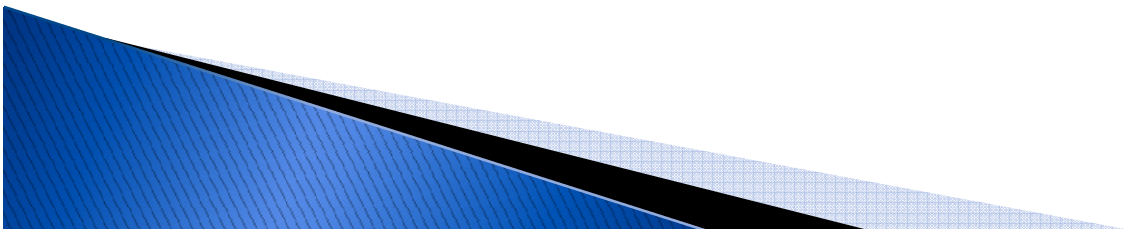
☐ Date Invoice Received: (Month/Day/Year)
☐ Goods/Services Received Date: (Month/Day/Year)
☐ Internal Contract Terms and Conditions Satisfied: (Month/Day/Year)
☐ Exempt: Intergovernmental (Pursuant to IC 5-17-5-2)
☐ Good Faith Dispute (Dispute Pursuant to IC 4-13-2-20 & IC 5-11-10-2)

Good Faith Dispute Description: _____

All supporting documentation must be attached to the invoice for submission. without the documentation payment may be delayed or withheld until compliance with submission is completed.

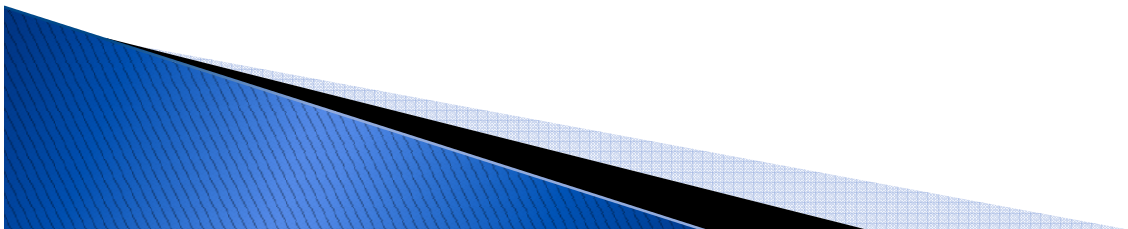
Signature of Vendor	Date
---------------------	------

Questions



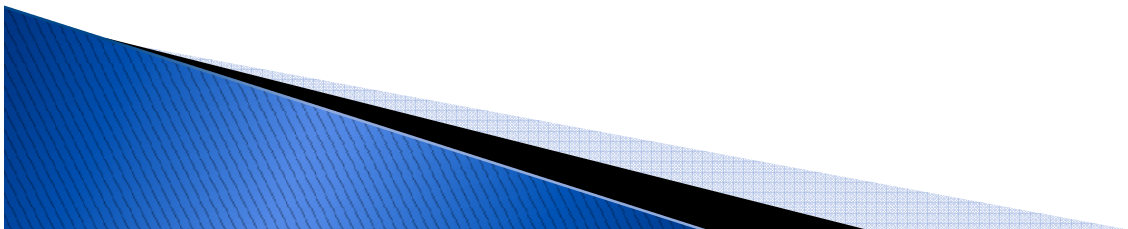
Desk Reviews

- ▶ Review of Programmatic and Fiscal Progress
- ▶ Often include prior year's grant file
- ▶ Review of how well the program is meeting goals and objectives
- ▶ Examination of fiscal progress



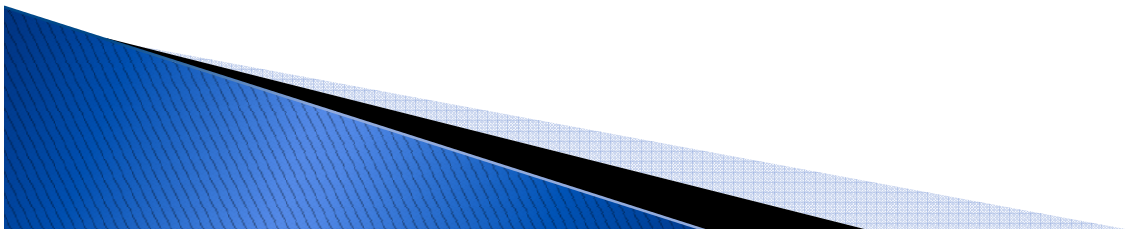
Site Visits

- ▶ Review of Program in Action
- ▶ Technical Assistance
- ▶ Equal Employment Opportunity Plan (EEOP)
- ▶ One on One Training Opportunity
- ▶ Not necessarily a product of a negative finding.



Contact Information

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Email: SEdwards1@cji.in.gov



Questions

